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CONFIDENTIAL
MINUTES

OTR STAFF MEETING

Tuesday
9 Feb 54

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: 822

Attendance:

Mr. Baird, D/TR

25X1A

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In the absence of [REDACTED] represented Management Training Division in the capacity of observer.

25X1A

1. Mr. Baird opened the meeting by quoting remarks made by Mr. Allen Dulles, General Cabell, General Walter B. Smith, Mr. Lyman Kirkpatrick, which had a direct bearing on the Office of Training. These remarks will be reproduced and given full dissemination to OTR personnel.
2. Mr. Baird and Mr. [REDACTED] discussed the necessity for instructors' taking every precaution to avoid critical comments regarding Agency policies, techniques or procedures. Specific reference was made to a comment made by a senior officer of the Agency to Mr. Baird, complimenting an instructor on his skill in controlling class discussion in a manner which completely avoided placing the Office of Training in the position of becoming critical of Agency policy.
- 25X1A [REDACTED] emphasized the necessity for exercising caution in dealing with case histories reflecting operational failures.
3. Chief, ISS, reported on the status of the lesson plans project.
- 25X1A 4. Mr. [REDACTED] discussed a recent case in which a student had been enrolled by a course chief after closing date for enrollments had passed, without prior notification to the Registrar. Mr. Baird directed that course chiefs shall not accept students without following normal registration procedures.
5. Mr. Baird commented on a recent meeting with DD/CI during which the problem of multiple-purpose slots was discussed. An effort will be made in the future to retain employees within CIA possessing specific skills, although their skills may not be utilized on a full time basis by any one component of the Agency. In the event OTR becomes

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responsible for the administration of multiple-purpose slots, this responsibility will be delegated to Plans and Research Staff, OTR. Mr. Baird directed that staff and division chiefs be alert to possible utilization for employees possessing unusual skills and who are currently facing possible separation from the Agency.

- 25X1A 6. Mr. Baird discussed a proposal made by [REDACTED] for the interchange of briefings by staff and division chiefs at the bi-weekly staff meeting, and requested [REDACTED] to initiate a schedule for 10-minute presentations by staff and division chiefs to begin at the next OTR staff meeting. 25X1A
- 25X1A 7. [REDACTED] indicated that the Office of Training T/O is currently under review and directed that staff and division chiefs prepare immediately a detailed position description for those positions now vacant within their respective T/O's, emphasizing that these position descriptions should be persuasive and deliberate statements as to requirements for individual vacancies. This will make possible equitable T/O reductions in those cases where functions described are considered unnecessary by the Office of the Director of Training.
- 25X1A 8. Mr. Baird made reference to the delinquency of PER's and stated that these PER's are to be completed and returned to the Personnel Officer on or before 23 February 1954.
- 25X1A 9. [REDACTED] and others discussed the proposed regulation for the Assessment and Evaluation Staff.

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